



WOOD COUNTY
HOSPITAL

Depend on us.

Wood County Hospital Nursing Instructor Orientation

Getting Started



If new to Wood County Hospital:

- Contact Julie Shank, Nurse Educator (shankj@woodcountyhospital.org) to set up LIVE orientation (~2 hours) and a 4-hour unit shadow experience
- This is required and must be completed before your clinical start date
- **Instructing on a NEW unit?**
- A 4-hour minimum unit shadow is required



Clinical Sites/Unit observations

- Clinical sites are determined well in advance of the semester
- Confirm with your college that the clinical unit has been secured
- Contact Julie Shank, Nursing Educator to reserve IS Training Room for computer training/Cerner training (Instructor trains students)
- Please contact the Unit Director prior to sending students to other units for observation
 - Please see next slide for contact information
 - Provide your name/contact information, a list of student names, clinical start and end dates, and dates of unit observation requests for each student

Unit Contact Information

- **Obstetrics**
Meagan Bowen-Director E100329@woodcountyhospital.org
Monica Nagel – Supervisor nagelm@woodcountyhospital.org
- **Acute Care (2W & 2E)**
David Stillman – Director stillmand@woodcountyhospital.org
Stacie Mullins – Supervisor mullins@woodcountyhospital.org
- **Perioperative Services:**
Audrey Mathias - Director mathiasa@woodcountyhospital.org
Kimberly McLochlin – Supervisor mclochlink@woodcountyhospital.org
- **ICU**
Jessica Johnson – Director johnsonjl@woodcountyhospital.org
Lucas Kervin– Supervisor E100466@woodcountyhospital.org
- **Infusion Center (OPTIC)**
David Stillman – Director stillmand@woodcountyhospital.org
- **Emergency Department**
Jessica Johnson – Director johnsonjl@woodcountyhospital.org
Maddie Bourret – Supervisor bourretm@woodcountyhospital.org

Prior to Clinical Start

- Contact the unit before your clinical begins and provide an overview of your clinical and focus (e.g., first semester vs. fourth semester)
- Review dress code, school ID badge, parking
- Remind students not to take pictures of ANY kind, nor take patient information home
- For full guidelines, including personal cell phone use, please refer to the WCH Orientation Module

Preparing Students for Clinical

- Guide students to the woodcountyhospital.org website
- Click on Student Nurse/Instructor orientation
- Click on Nursing Students
 - Choose Clinical Group Nursing Orientation
 - Choose Precepting Nursing Student orientation if precepting
- Complete the online modules and documents
 - They will bring their Student Attestation form to you to submit to me electronically

Orientation Day

- Go over WCH Orientation Module
- Teach Glucometer Meter using the PPT and have students take the Glucometer test/perform controls
- Complete Glucose Log
- Complete Cerner training and have students take the competency
- Complete Cerner Training Log
- Scavenger hunt with students

NOTE:
Faculty/Instructor must complete the annual requirement to serve as a trainer



WOOD COUNTY HOSPITAL
Department of Clinical Laboratories
Point of Care Testing
Training Log-Bedside Glucose
Freestyle Precision Pro

Trainer: _____

Clinical Unit: _____

Instructor Badge Number: _____

Training Date: _____

Nursing School: _____

Instructor Email: _____

Instructor Phone Number: _____

Student Name (Please print)	Quiz Score	*Controls run successfully (Yes/No)

Cerner Training/Competency Validation

Trainer: _____

Training Date: _____

Instructor Email: _____

Clinical Unit: _____

Nursing School: _____

Instructor Phone Number: _____

Student Name (Please print)	Performed competency independently (Y/N)	Performance scoring key (1-5)
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		

*Trainer verifies that all students performed Cerner computer training competency form

Instructor: Return completed form to: student.nurse@woodcountyhospital.org

Performance Scoring Key:

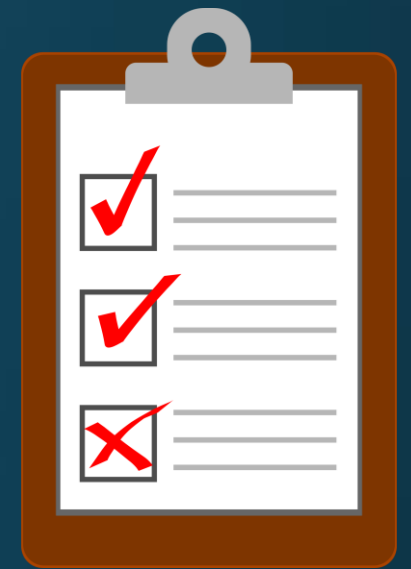
- 1 – Identified Limitation – requires direct guidance & support, little or no experience with skill
- 2 – Capable – familiar with skill/equipment but may need assistance, seeks help when unfamiliar with process/skill
- 3 – Performs Independently – knowledgeable to perform task safely as a result of training and experience
- 4 – Proficient – extensive experience in this area/skill, able to teach and mentor others
- 5 – Expert – brings evidenced based practice to colleagues/clients, as well as meeting all of the above criteria

Clinical Instructors/Students who are also employees

- Employees must always use their Instructor or Student badge and password when functioning in that role
- An employee with access to the EMR or Pyxis may NOT use their employee ID/password and access while functioning as a faculty/instructor or student
- Each role has a unique WCH ID number and log in

End of Clinical Shift

- All students are required to report off to the primary staff RN prior to leaving the unit
- Encourage students to give a full SBAR report (handoff communication)
- Authenticate all student documentation
- Answer any primary staff RN questions and thank them
- Provide unit with a contact number to reach you if questions come up related to patient care or students



Post Conference Space

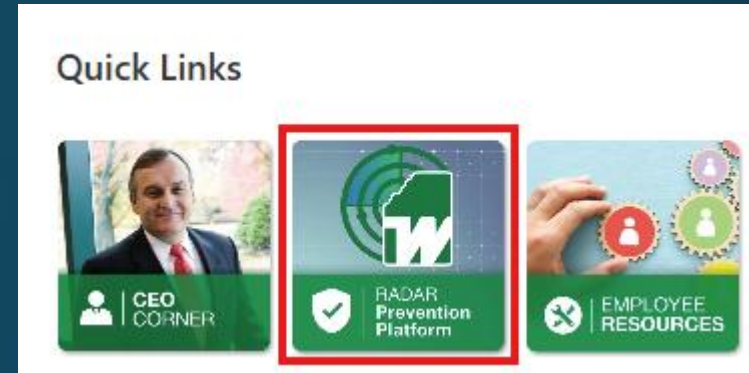
- You can use the conference room on 2 East
- You can use the Nursing Professional Development (NPD) Center Skills lab space or classroom (please email shankj@woodcountyhospital)
- Do not use public space (e.g., cafeteria) due to HIPPA concerns

Computer Use and Documentation- Instructor Reminders

Instructor or Student Injuries

If an Instructor or Student has an exposure or injury:

- Go to the Pulse
- Click on Radar Prevention Platform
- Fill out incident
- If needed, go to the Emergency Department to be evaluated
- Follow your school policy regarding injuries/exposure
- Refer to WCH Policy: Bloodborne Pathogens Exposure and Control Plan



Students are expected to follow WCH policies related to standard precautions or a specific body fluid precautions.

- PPE is available in all patient care areas. Other safety controls available include IV catheters with safety closure devices, safety needles and syringes, and needleless IV tubing.

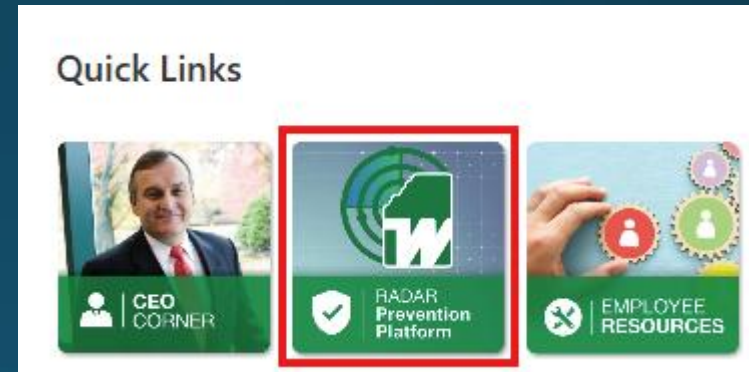
If you experience a body fluid exposure while a student at WCH, notify Employee Health or the House Supervisor as soon as possible. WCH will investigate, provide follow up care, and counseling as needed for the incident.

***More information is located inside the WCH Core Orientation Module**

Errors/Near Miss Events

In the event an Instructor or Student experiences an error that leads to an actual or near miss *patient* event or injury:

- Please use the Pulse, Radar link, and fill out the required report



Instructor/Student Impairment

If an instructor or student is deemed impaired:

- They will be immediately removed from the patient care area
- School will be contacted
- School will assume responsibility for the impaired person and arrange transportation, as they cannot drive

Use of personal electronic devices

- Instructors and students in the clinical setting may carry a cell phone in silent mode
- Phone calls should not be made in patient care areas or within hearing distance of patient care areas
- Other devices (iPad, laptop, etc.) may be used outside of patient care areas only (break room, conference room, etc.)
- Students are encourage to use hospital provided resources to access reference material (Lexicomp, Lippincott, Epocrates, CDC, etc.)

Cerner Documentation Information

Instructor Guidelines: Medication Administration

Medication Pass Best Practices and Expectations:

1. Instructor must be signed in computer cart;

2. Student can scan patient and medications;

3. When Performed by screen populates, student should change this to their name.

a. This will have to be done for every medication

4. Once administered you, the RN, will need to scan your fingerprint.

Remember to authenticate all student documentation including PowerForms and I View.

*Performed date / time :	01/05/2023	0859	EST
*Performed by :	Student name		
Witnessed by :			

2 tools have been developed this year to help you capture and authenticate ALL student documentation

- Please follow the best practice related to Medication administration highlighted to the left
- If you need help, please reach out to Julie Shank, Ext. 8072

Cerner Documentation Information

Clinical Instructor Guidelines

1. **Unauthenticated Documentation Views added in IVIEW** – pulls in student documentation from all the separate views in **IVIEW** to one location

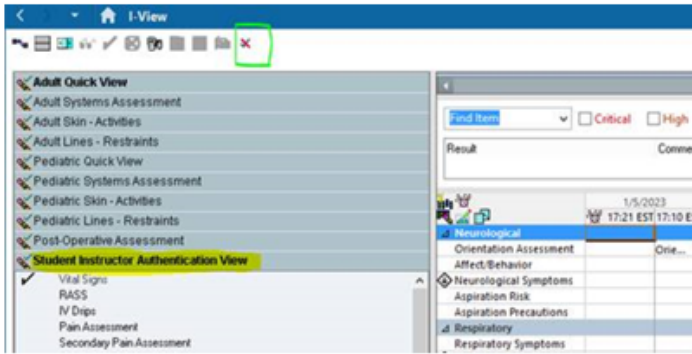
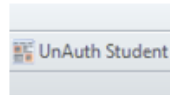
- [Student Instructor Authentication View](#)
- [Student OB Instructor Authentication View](#)
- [Student Precepting Authentication View](#)

Unauthenticated documentation in PowerForms will NOT pull to this report

2. **UnAuth Student** report shows **ALL** unauthenticated student documentation 15 days back.

This report will show **ALL** unauthenticated students – not just yours, please pay attention to names!

It is found in the tool bar at the top of Cerner



Please check this **UnAuth Student** report every clinical day prior to leaving. it is much timelier and easier to authenticate when the patient is still here, than a week or more later.

I will run this report weekly and email you with any found that you are responsible for

Anytime during your rotations, please contact either Julie or Marlene with questions, comments, ideas, or concerns.

O:419-354-8884;

Marlene Jett jettm@woodcountyhospital.org

Julie Shank – shankj@woodcountyhospital.org

- All documentation by the student must be authenticated before you leave for the day
- Please refer to this guide when authenticating
- If you need help, please let us know

Safe Patient Handling

Safe Patient Handling

All healthcare personnel responsible for transferring patients receive training on the correct procedures for lifting and moving patients before utilizing SPH equipment

Students who have been trained to use the SPH can use it:

- WCH employee
- Nursing School Lab

Otherwise, staff is responsible to use equipment and students observe

Thank you and Welcome to WCH

Remember your main resources as you move forward in orientation:

- Modules on woodcountyhospital.org
- Clinical liaison: Julie Shank MSN, RN
(shankj@woodcountyhospital.org) Ext. 8072
- Unit leadership